

# INSTRUCTIONS FOR COLORADO REAL ESTATE BROKER LICENSE APPLICATION

RETURN TO: Division of Real Estate, 1560 Broadway Ste. 925, Denver, CO 80202-6000.

MAKE CHECK PAYABLE TO: C.R.E.C. or Colorado Real Estate Commission

**(APPLICATION FEES ARE NOT REFUNDABLE) No Cash or Credit Accepted**

- ☞ For information on [Licensing Requirements](http://www.dora.state.co.us/real-estate/) access the Division of Real Estate's website: <http://www.dora.state.co.us/real-estate/>
- ☞ To determine the status of your application access the Division of Real Estate's [Online Services](http://www.dora.state.co.us/real-estate/), or [Online E-Services for Public Access](http://www.dora.state.co.us/real-estate/) located at <http://www.dora.state.co.us/real-estate/>.
- ☞ Please do not call the DRE office for the status of your application until after you have accessed one of the above sources.

Your application must include:

- a. Proof of Error and Omission Insurance must be in place at the time of application in order to be issued an active license. See item 14 of this application. Applications received without E & O in place at the time of application will result in an inactive license status. You can [apply for E&O online](http://www.dora.state.co.us/real-estate/) by accessing the Division of Real Estate's website: <http://www.dora.state.co.us/real-estate/>
- b. Application Fee. [Fee information is online](#) and also printed on exam score reports. Fees are subject to change every year. **Application fees are not refundable.**
- c. **BEFORE** submitting an application for a real estate broker license, each applicant shall submit a set of fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record. [Information on the Fingerprint Requirement](#) is available on the Division of Real Estate's website. Do not wait for clearance before submitting application, CBI notifies CREC of the results.
- d. Proof of Education. A certificate of completion (form #REC-33) or other form and method acceptable to the Commission. (See page 2 for education requirements). Legible photocopies are acceptable. [Information on Colorado schools](#) that offer pre-licensing courses is available on the Division of Real Estate's website.
- e. Applications must be complete and received by DRE within one year of the date the exam is passed or all rights to a passing score will be terminated and your application will be canceled. The real estate license examination is made up of two parts, the general part, and the local (state) part. Applicants for licensure who must receive passing scores on both the general part and the state part of the examination need not receive them on the same administration date. If one part is failed, the applicant may retake it at a subsequent time. In no event will a passing score on either part be accepted beyond one year. (See page 2 for examination requirements). [Information about the Real Estate Broker Examination Program](#), including reservation and application processes is available on the Division of Real Estate's website.

- f. Certificate of license history from each jurisdiction (except Colorado) where you were previously or are currently licensed. The certificate(s) must be dated not more than 90 days prior to applying and must show dates of active licensure and whether or not there is any disciplinary action. Include the certificate of license history with the application. Do not have certificates sent to DRE independently of your complete application. Legible photocopies are acceptable. NOTE: Each state/jurisdiction responds to requests for certification of license history with varying degrees of timeliness. Plan ahead for this so as to avoid delay in submitting your Colorado application. [Many Jurisdictions Have Online Services](#) and offer electronic Certificates of License History (License History). You may include a printout of such electronic license history so long as it includes dates of active licensure and whether or not there is any disciplinary action.

***Effective January 1, 2007, Colorado law requires that only persons lawfully present in the United States (US) be issued a license, certificate, registration or permit. When requested, you must produce the valid identification. Acceptable types of identification are listed below:***

**Secure and Verifiable Documents**

1. Any Colorado Driver License, Colorado Driver Permit or Colorado Identification Card, expired less than one year. (Temporary paper license with invalid Colorado Driver License, Colorado Driver Permit, or Colorado Identification Card, expired less than one year is considered acceptable.)
2. Out-of-state issued photo Driver's License or photo identification card, photo drivers permit expired less than one year.
3. Valid 1551 Resident Alien/Permanent Resident card. NO border crosser or USA B1/B2 Visa/BCC cards.
4. Valid 1688 Temporary Resident Card, 1688B and 1766 Employment Authorization Card.
5. Valid US Military ID (active duty, dependent, retired, reserve and National Guard).
6. Tribal Identification Card with intact photo (U.S.).
7. Certificate of Naturalization with intact photo.
8. Certificate of (US) Citizenship with intact photo.

# COLORADO REAL ESTATE BROKER APPLICATION

In compliance with Title 12, Article 61, Part 1, C.R.S., I hereby apply for a real estate broker license:

1. Name: \_\_\_\_\_  
 (Last) (First) (Middle) (Former \ Maiden)

2. Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
(Month/Day/Year) (City) (State)

**3. Social Security number:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Required by 24-34-107 C.R.S.)

4. \*Residence address: \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

5. P.O. Box for mailing purposes: \_\_\_\_\_

(No.)	(City)	(State)	(Zip Code)
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Note: P.O. Box number is not acceptable in place of a physical address.

6. \*Residence phone number: (\_\_\_\_)\_\_\_\_\_ Business phone number: (\_\_\_\_)\_\_\_\_\_  
Cellular phone number (\_\_\_\_)\_\_\_\_\_

7. Fax number: ( ) \_\_\_\_\_ E-mail address: \_\_\_\_\_

\* ☐ **Check this box if you do NOT want your home address and phone number available for public record (access).** This option is not available for brokers whose business address and residence address are the same.

8. Colorado license law acknowledges three levels of responsibility and authority for real estate brokers. The coursework and exam requirements for the three levels of a real estate broker license are listed in the chart below. Based on your “Current Status”, choose the level for which you qualify, and submit proofs (with the application) of meeting the requirements. **Note \*** Jurisdictions with limited license recognition with Colorado are listed at <http://www.dora.state.co.us/real-estate/licensing/recognition.htm>.

<b>Your Current Status</b>	<b>Associate Broker Requirements</b> An associate broker must be employed and supervised by an employing broker or on inactive status.	<b>Independent Broker Requirements</b> This level of authority allows you to be: (1) independent (self-employed without employed licensees), (2) in the employ of another broker or (3) inactive	<b>Employing Broker Requirements</b> This level of authority allows you to: (1) employ and supervise other licensees, (2) be independent (self-employed with employed licensees), (3) in the employ of another broker, or (4) inactive
New Colorado broker applicant. No past or present real estate licensure in any jurisdiction.	48 Hours in Real Estate Law and Practice 48 Hours in Colorado Contracts and Regulations 8 Hours in Trust Accounts and Record Keeping 8 Hours in Current Legal Issues 24 Hours in Real Estate Closings 32 Hours in Practical Applications • Pass entire broker exam	Not available	Not available

College graduate with a major course of study in Real Estate.	<p>Original copy of transcript indicating a major course of study in real estate.</p> <ul style="list-style-type: none"> <li>• Pass the entire broker's exam.</li> </ul>	<p>Original copy of transcript indicating a major course of study in real estate.</p> <ul style="list-style-type: none"> <li>• Pass the entire broker's exam.</li> <li>• 2 years active licensure at the <b>broker</b> license level.</li> </ul>	<p>Original copy of transcript indicating a major course of study in real estate.</p> <p>24 hours in Brokerage Administration.</p> <ul style="list-style-type: none"> <li>• Pass the entire broker's exam.</li> <li>• 2 years active licensure at the <b>broker</b> license level.</li> </ul>
Licensed Attorney	<p>12 Hours of Trust Accounts, Closings and Record Keeping</p> <ul style="list-style-type: none"> <li>• Pass entire broker's exam</li> <li>• Show proof of active law license</li> </ul>	Not available.	Not available.
Colorado broker, licensed after January 1, 1997 and whose license has expired more than 3 years ago.	Pass the entire broker's exam.	<p>Pass the entire broker's exam.</p> <ul style="list-style-type: none"> <li>• 2 years active licensure at the <b>broker</b> license level.</li> </ul>	<p>24 Hours in Brokerage Administration</p> <ul style="list-style-type: none"> <li>• Pass the entire broker's exam.</li> <li>• 2 years active licensure at the <b>broker</b> license level.</li> </ul>
<b>Current</b> salesperson or broker licensed for <b>at least 2 years</b> in another jurisdiction. (Limited Recognition)	Pass the state portion of the Colorado broker's exam.	<p>Pass the state portion of the Colorado broker's exam.</p> <p>2 years active licensure at the <b>broker</b> license level.</p>	<p>24 Hours in Brokerage Administration.</p> <p>Pass the state portion of the Colorado broker's exam.</p> <p>2 years active licensure at the <b>broker</b> license level.</p>
<p>Previous Colorado broker who was issued a license prior to January 1, 1997 and whose license expired more than three years ago.</p> <p><b>OR</b></p> <p>Expired broker, license issued in another jurisdiction.</p> <p><b>OR</b></p> <p>Current broker in good standing licensed in another jurisdiction for <b>less than 2 years</b>.</p>	<p>48 Hours in Contracts and Regulations 24 Hours in Real Estate Closing</p> <ul style="list-style-type: none"> <li>• Pass the entire broker's exam.</li> </ul>	<p>48 Hours in Contracts and Regulations 24 Hours in Real Estate Closing</p> <ul style="list-style-type: none"> <li>• Pass the entire broker's exam.</li> <li>• 2 years active licensure at the <b>broker</b> license level.</li> </ul>	<p>48 Hours in Contracts and Regulations 24 Hours in Real Estate Closing 24 Hours in Brokerage Administration</p> <ul style="list-style-type: none"> <li>• Pass the entire broker's exam.</li> <li>• 2 years active licensure at the <b>broker</b> license level.</li> </ul>
<p>Expired salesperson licensed in another jurisdiction.</p> <p><b>OR</b></p> <p>Previous Colorado salesperson.</p> <p><b>OR</b></p> <p>Current salesperson licensed in another jurisdiction for <b>less than 2 years</b>.</p>	<p>48 Hours in Colorado Contracts and Regulations 8 Hours in Trust Accounts and Record Keeping 8 Hours in Current Legal Issues 24 Hours in Real Estate Closings 32 Hours in Practical Applications</p> <ul style="list-style-type: none"> <li>• Pass entire broker's exam</li> </ul>	Not available.	Not available.

9. **(Initial one)** Yes \_\_\_\_\_ No \_\_\_\_\_ Are you now, or have you ever held a real estate license in

**Colorado** or any other jurisdiction? **If yes, list below:**

License Type \_\_\_\_\_ State \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

License Type \_\_\_\_\_ State \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

If yes, you must include with this application a certificate of license history issued by each jurisdiction (except Colorado).

10. List all other current or previous occupational or professional registrations, licenses or certificates (i.e., attorney, appraiser, securities, insurance, etc.):

None \_\_\_\_\_

**or**

License Type \_\_\_\_\_ State \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

License Type \_\_\_\_\_ State \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

License Type \_\_\_\_\_ State \_\_\_\_\_ Dates: from \_\_\_\_\_ to \_\_\_\_\_

11. **(Initial one)** Yes \_\_\_\_\_ No \_\_\_\_\_ Have any of the registrations, licenses or certifications listed in questions 9 and/or 10 ever been: denied, disciplined, denied renewal, revoked, suspended, **or** is the license the subject of a consent agreement or the subject of a current investigation?

**If yes, submit the following:**

a. A signed, written statement including name of agency, dates, nature of alleged infraction and disposition.

b. Supporting documents including:

1. A copy of the original charges or complaint against you.

2. A copy of any agency order or other notification of the action taken.

3. A confirmation of the current status of the license, certification or registration.

12. Answer all of the following (Do not include misdemeanor traffic violations, municipal code violations or petty offenses.)

**Have you ever:**

a. **(Initial)** Yes\* \_\_\_\_\_ No \_\_\_\_\_ been convicted or pleaded Nolo Contendere to any felony or misdemeanor?

b. **(Initial)** Yes\* \_\_\_\_\_ No \_\_\_\_\_ been incarcerated or in custody, or placed on parole, probation or any other type of court ordered supervision in a criminal case?

c. **(Initial)** Yes\* \_\_\_\_\_ No \_\_\_\_\_ agreed to a deferred sentence or a deferred judgment with respect to any felony or misdemeanor or are currently subject to the terms of a deferred prosecution?

d. **(Initial)** Yes\* \_\_\_\_\_ No \_\_\_\_\_ been charged with any felony or misdemeanor or are such charges pending or under investigation?

\*If you answer yes to either a, b, c, or d above, you must list below the nature of each charge, conviction or other circumstances. **If any of the above occurred within the last ten years, you must also obtain and submit** the "ADDENDUM TO THE APPLICATION FOR A REAL ESTATE BROKER'S LICENSE", (Commission form REC-BAA). Failure to submit the supplemental information required by form REC-BAA will suspend processing of your application.

**Nature of Charge or Conviction**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**IMPORTANT:** Failure to disclose any required information (other than Misdemeanor Traffic, Municipal Code Violations or Petty Offenses) is grounds for denial or revocation of a license. Use additional sheets if necessary.

**13. Please indicate the manner in which you are insured for errors and omissions. Failure to have errors and omissions insurance in place at the time of application will either delay the issuance of your license or result in your license being issued on inactive status.**

- ☐ I am insured with Rice Insurance Services Company, LLC, the Commission's group carrier. Please provide proof of errors & omissions insurance coverage directly to the Division of Real Estate.

Enrollment forms for the Real Estate Commission's group coverage are available from the exam center, the Division of Real Estate office or homepage and Rice Insurance Services Company, L.L.C. Phone: 1-800-637-7319 or [www.risceo.com](http://www.risceo.com)

- ☐ I am insured with, an independent insurance carrier who is providing errors & omissions insurance coverage.

(If independently insured, you must include the ERRORS AND OMISSION INSURANCE CERTIFICATION OF CONFORMING COVERAGE Commission form ([REC-E&O 01/05](#)) with this application unless such certification has been previously submitted to the Division and is still in effect).

Certification forms for independent coverage (other than the Commission's group policy) are available at the Division of Real Estate office or homepage.

- ☐ My license is to be inactive at this time. Coverage is not required until activated. Check [Online Services](#) for license status. **Inactive licenses will not print.**

**14. Please indicate the manner in which you want to be licensed.**

- ☐ I request an **inactive license** at this time and understand that an additional transfer fee and form will be due upon activation. Check [Online Services](#) for license status. **Inactive licenses will not print**

- ☐ As an **Individual Proprietorship**. If you use a trade name, you must also submit a copy of the Trade Name Affidavit filed and stamped "received" by the Secretary of State.

Note: Individual Proprietors are not subject to additional company insurance coverage for Errors and Omissions. An individual proprietor is a person who engages in business as an individual natural person with or without a trade name and is not doing business as a corporation, partnership or limited liability company. You must qualify at the Independent or Employing Broker level of authority to be licensed in this capacity (see page Page 2).

Trade Name \_\_\_\_\_

Business Address \_\_\_\_\_

Post Office Box \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

Note: P.O. Box number is not acceptable in place of a physical address.

Business Fax (\_\_\_\_) \_\_\_\_\_

Business E-Mail \_\_\_\_\_

- ☐ As the **Broker for a Corporation, Partnership, or a Limited Liability Co.** For a company not currently licensed you must qualify at the independent broker or employing broker level of authority. You must also submit an "APPLICATION FOR A NEW CORPORATION, PARTNERSHIP OR LIMITED LIABILITY COMPANY REAL ESTATE LICENSE" form (REC-CPA) [HTTP://WWW.DORA.STATE.CO.US/REAL-ESTATE/APPLICATIONS/broker/CPA.PDF](http://www.dora.state.co.us/real-estate/applications/broker/CPA.PDF); or, for a company currently licensed, you must also submit an "APPLICATION FOR CHANGE OF CORPORATION, PARTNERSHIP, LLC REAL ESTATE LICENSE" (form **NC01-04D**)

- ☐ (Name of Company) \_\_\_\_\_

- ☐ As a **Broker** licensed under the supervision of the Employing Broker shown below (Your license will be mailed to the employing broker):

**NOTE: The employing broker must complete this section prior to filing this form.**

I am currently an active licensed Employing Real Estate Broker by whom the above applicant is to be employed. I certify that, pursuant to Rules E-29, E-30, E-31 and E-32, I have informed this applicant of the written office policy and I will properly supervise this employee during the period of time of employment with me. **I have verified that the applicant has a current E & O Insurance policy in place at this time.**

Print employing broker name \_\_\_\_\_

Social Security # \_\_\_\_\_ License # \_\_\_\_\_

(Required by 24-34-107 C.R.S. unless previously submitted)

Business name (on license) \_\_\_\_\_

Business address \_\_\_\_\_

(City)

(State)

(Zip)

Business phone number (\_\_\_\_\_) \_\_\_\_\_ Business Fax number (\_\_\_\_\_) \_\_\_\_\_

Business E-Mail Address \_\_\_\_\_

Area of Specialty \_\_\_\_\_

Employing Broker's Signature \_\_\_\_\_ Date \_\_\_\_\_

15. Effective January 1, 2007, Colorado law requires that only persons lawfully present in the United States (US) be issued a license, certificate, registration or permit. When requested, you must produce the valid identification.

**Affidavit of Eligibility**

**Section A: LAWFUL PRESENCE in the United States.**

I, (please print your full name) \_\_\_\_\_, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check 1, 2 or 3 below):

1. ☐ I am a US citizen.
2. ☐ I am not a U.S. citizen but am lawfully present in the U.S. as evidenced by one of the following, (check a, b or c):
  - a. ☐ I am a qualified alien as defined in 8 U.S.C. sec 1641.
  - b. ☐ I am a nonimmigrant under the "Immigration and Nationality Act", Federal Public Law 82-414 as amended.
  - c. ☐ I am an alien who is paroled into the US under 8 U.S.C. sec. 1182 (d) (5).
3. ☐ I am a foreign national not physically present in the US under 8 U.S.C. sec 1621 (c) (2) (c) or employed in the US pursuant to 8 U.S.C. 1621 (c) (2) (a).

Complete documentation must be provided upon request.

**Section B: Secure and Verifiable document.** All areas in this section must be completed.

Please refer to the application instructions page for a list of acceptable secure and verifiable documents and enter the documentation you have \_\_\_\_\_.

Please enter the name of the state or the federal agency name where this was issued \_\_\_\_\_.

What is the document number \_\_\_\_\_?

What is the expiration date \_\_\_\_\_?

Affidavit of Eligibility Continued

**Section C: Attestation.**

- ☐ I understand that if I have no registered agent in this state, such registered agent is not located under its registered agent name at its registered agent address, or the registered agent can not with reasonable diligence be served, I may be served by registered mail or by certified mail, return receipt requested, addressed to the entity at its principal address. The consent hereby given shall be deemed to be continuing and is irrevocable.
- ☐ I understand that this sworn statement is required by law because I have applied for a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.
- ☐ I understand that in accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.
- ☐ I am the person identified above and that the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- ☐ I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**For Commission Use Only**

E & O \_\_\_\_\_ Applicant \_\_\_\_\_  
Employing Broker \_\_\_\_\_  
Business Entity e-mail \_\_\_\_\_  
**Entity Number** \_\_\_\_\_